STETSON UNIVERSITY

Banner Self Service Manual

Table of Contents

Purpose 3

Budget Queries in SSB 3

Parameters for Budget Queries 3

Budget Status by Account Query 4

Creating a Budget Status by Account Query 5

Enter Budget Query Information: 7

Levels to a Budget Status by Account Query 9

Budget Status by Organizational Hierarchy 11

Creating a Budget Status by Organizational Hierarchy Query 11

Levels to a Budget Status by Organizational Hierarchy Query 13

Budget Quick Query 15

Creating a Budget Quick Query 15

Saving Queries as Templates 18

Creating a Query Template 18

Retrieving a Query Template 19

Downloading Queries to Excel 19

Tips for Successful Budget Queries 20

..... 20

Purpose

This document is intended to provide an introduction to Self Service Banner (SSB) at Stetson University. After logging in, SSB allows users to query budget information and export to Excel as well as document approvals. Users may only view and enter transactions for those accounts for which they have obtained secured access.

The Budget Query link allows a user to review operating ledger information (revenues and expenditures) for transactions entered through Banner Self Service and Banner INB Finance. It also allows the user to download the data to a Comma Separated Value file (.csv) for use with Microsoft Excel. A user may build and/or retrieve three different types of queries:

- Budget Query by Account (FOAPAL)
- Budget Query by Organizational Hierarchy
- Budget Quick Query

Budget Queries in SSB

The Budget Queries link enables users to review operating ledger information for transactions entered through Banner Finance Self-Service and Banner Finance, and download the data to a Comma Separated Value file (.csv) for use with a third-party tool such as Microsoft Excel. Users may build or retrieve three different kinds of queries: Budget Status by Account, Budget Status by Organizational Hierarchy, and Budget Quick Query.

Parameters for Budget Queries

Except for the Budget Quick Query, every query will ask users to choose from the following Operating Ledger Data. For Budget Quick Queries, no parameter page is displayed. The ledger fields in the following list that are marked with an asterisk (*) are displayed in the Query Results section of a quick query.

Select the Operating Ledger Data columns to display on the report.

☐ **Adopted Budget**	☐ **Year to Date**
☐ **Budget Adjustment**	☐ **Encumbrances**
☐ **Adjusted Budget**	☐ **Reservations**
☐ **Temporary Budget**	☐ **Commitments**
☐ **Accounted Budget**	☐ **Available Balance**

Approved Budget: The original budget allocation that is usually entered at the beginning of the fiscal year.
Budget Adjustment: Any additions or reductions made to the budget since the original allocation. This includes both permanent and temporary adjustments.
Adjusted Budget: Current Budget. This is the Adopted Budget plus or minus any Budget

Adjustments and is a total of all budget transactions. This is a system-generated column, which does not allow for "drilling down" to details.

Temporary Budget: Any adjustments done in the current year that is temporary in nature. These will not roll over into a new year.

Accounted Budget*: Current Budget. This is the Adopted Budget plus or minus any Budget Adjustments and is a total of all budget transactions. This is a system-generated column, which does not allow for "drilling down" to details.

Year to Date*: Year-to-date budget activity. Represents actual expenditures posted. (For a Grant Inception to Date Query, this column will be titled Grant Inception to Date).

Encumbrances*: Generated by purchase orders, and salary encumbrances. This represents funds committed for future payments.

Reservations*: Setting aside of budget. This column is generated by purchase requisitions. Requisitions remain a Reservation until converted to a purchase order.

Commitments: Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances. This is a system-generated column, which does not allow for "drilling down" to details.

Available Balance*: Remaining Budget left to spend: = Total Budget +/- YTD Actuals+/- Commitments (All). This is a system-generated column, which does not allow for "drilling down" to details.

It is suggested to use the Accounted Budget, YTD Actuals, Encumbrances, Reservations, and Available Balance fields because the YTD and Encumbrance fields allow for drill-down capabilities into the detailed transactions.

Budget Status by Account Query

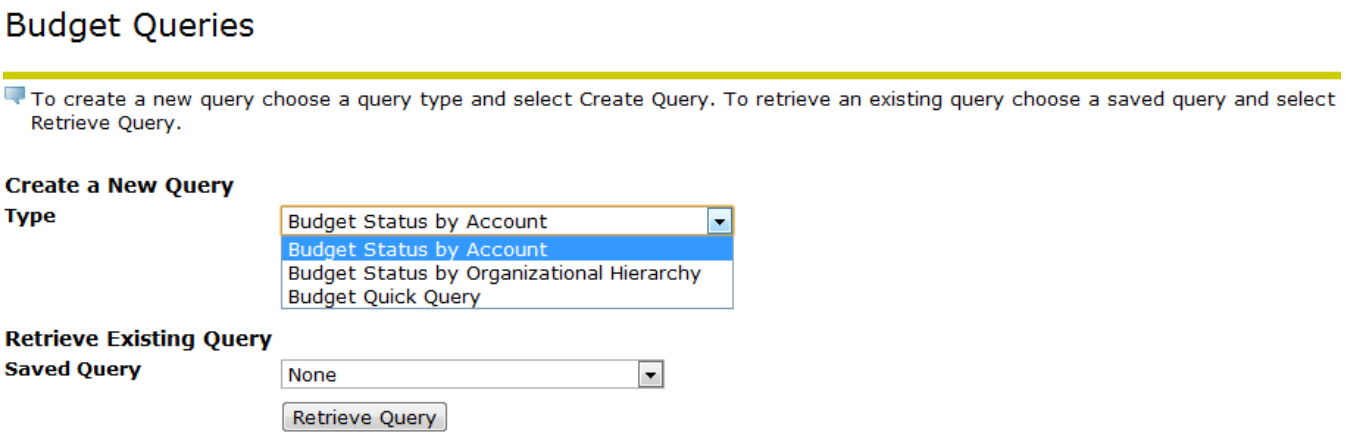
The Budget Status by Account Query allows the budget manager to review budget information by account(s) for the Fiscal Period, Year, and Commitment Type (all, committed or uncommitted) by the following:

- Specific FOAPAL
- Specific Organization
- All Organizations
- Fund Type
- Account Type
- Revenue Accounts

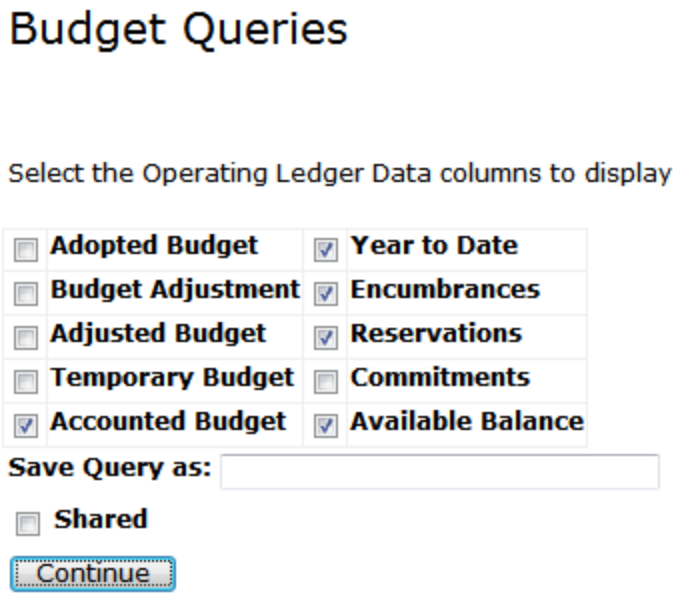
Creating a Budget Status by Account Query

1. From the Finance Tab, click on the Budget Queries Link

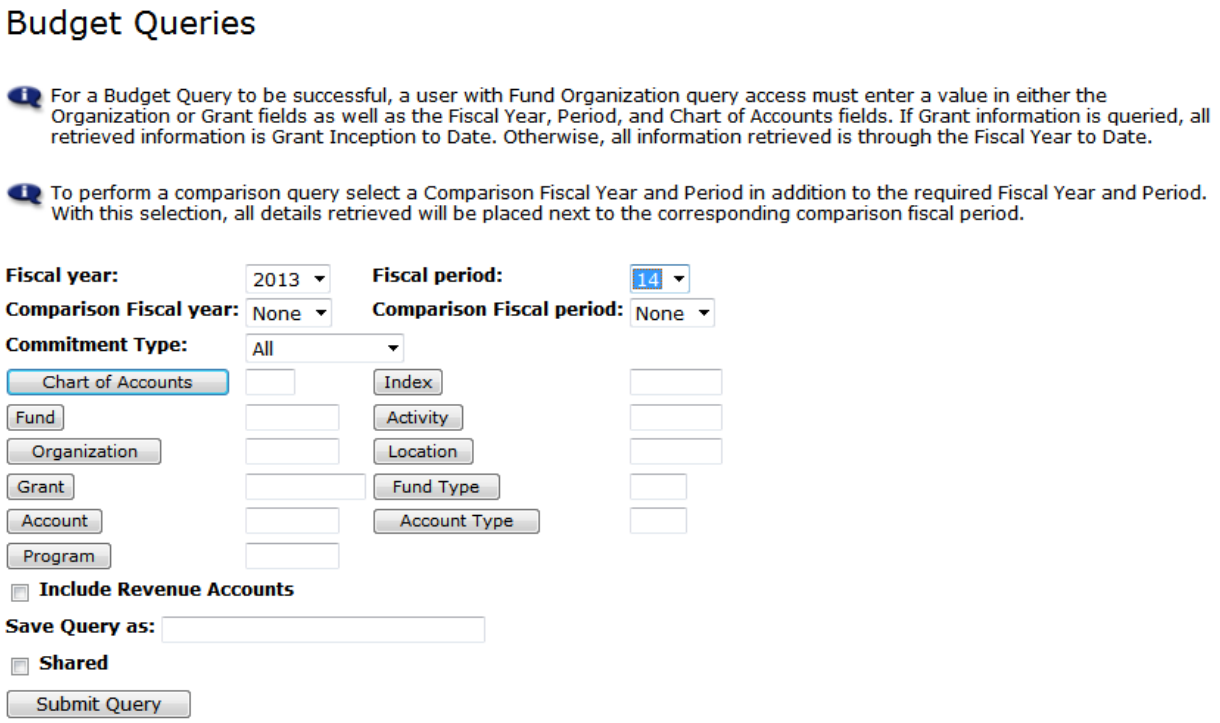
2. Select Budget Status by Account and hit the Create Query button


Budget Queries
To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.
Create a New Query
Type
Budget Status by Account
Budget Status by Account
Budget Status by Organizational Hierarchy
Budget Quick Query
Retrieve Existing Query
Saved Query
None
Retrieve Query

3. Select the columns for the query (discussed above) and hit Continue



4. The Budget Queries screen is displayed


Budget Queries
For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.
To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.
Fiscal year:
2013
Fiscal period:
14
Comparison Fiscal year:
None
Comparison Fiscal period:
None
Commitment Type:
All
Chart of Accounts
Index
Fund
Activity
Organization
Location
Grant
Fund Type
Account
Account Type
Program
Include Revenue Accounts
Save Query as:
Shared
Submit Query

Enter the appropriate parameters for your query (you must choose either a valid **Organization** or a valid **Grant** and **Chart of Accounts** to retrieve any data). On subsequent budget queries SSB will fill out this form with the last codes used.

a. Fiscal Year (***Required***)
b. Fiscal Period – if year to date information is required, enter period 14. Period 14 would include the accrual period. (Period 01 = July, 02 = August, etc…) (***Required***)
c. Comparison Fiscal Year – if this field is selected, Comparison Fiscal Period must also be selected. (Both optional)
d. Commitment Type – should always be All.
e. Chart of Accounts – should always be S. (***Required***)
f. Fund – enter fund code. (***Although this field is optional, if a fund is not entered and an organization has more than one fund associated with it, the report will summarizes all funds***).
g. Organization – enter organization code. (***Required if Grant is not being entered***)
h. Grant – enter grant code. (***Optional***)
Note: If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is Fiscal Year to Date.
i. Account – to view all Accounts leave blank. To view Non-Salary Expenditure Accounts only, enter 5%.

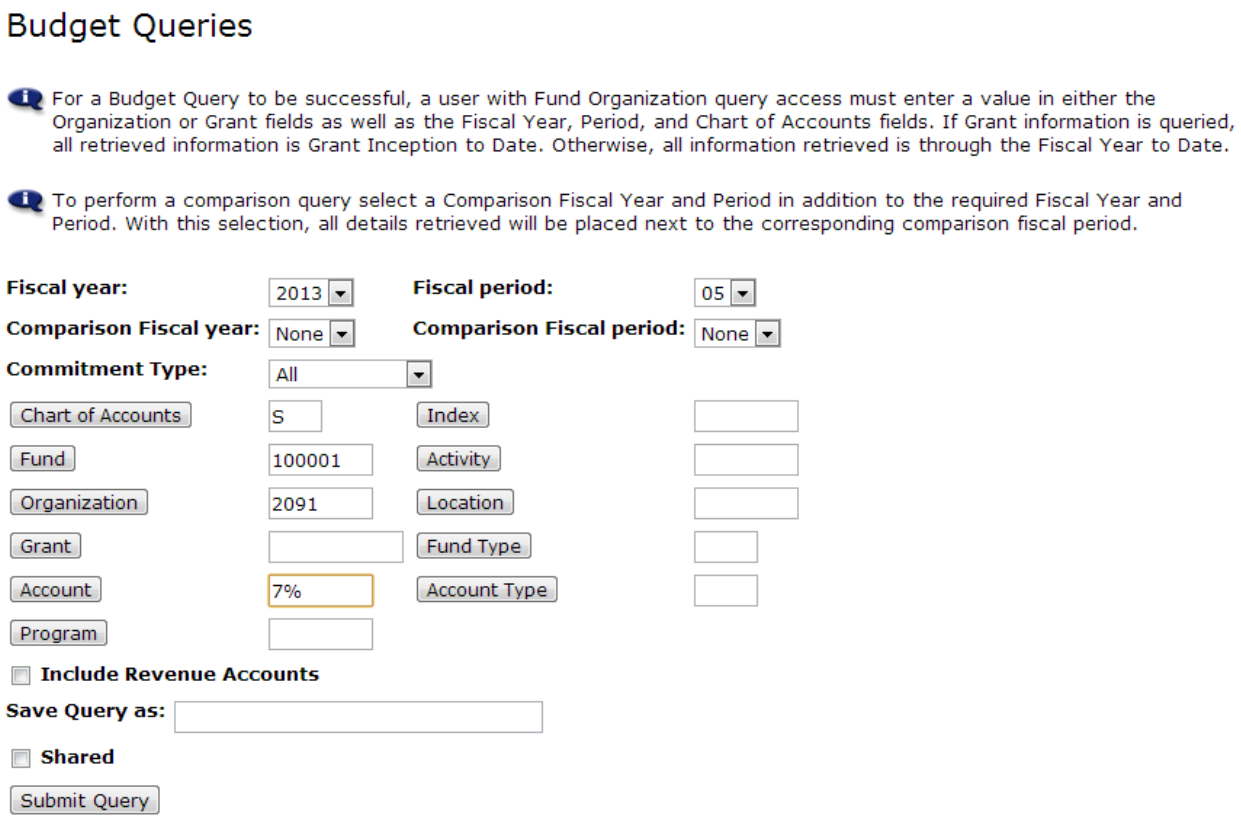
(***% is a wildcard, which will be discussed later***.)

j. Program – enter program code. (***Optional***)

k. Include Revenue Accounts – to include, click box

Enter Budget Query Information:

1. Choose the parameters to query.


Budget Queries
For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.
To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.
Fiscal year: 2013
Fiscal period: 05
Comparison Fiscal year: None
Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts S
Index
Fund 100001
Activity
Organization 2091
Location
Grant
Fund Type
Account 7%
Account Type
Program
Include Revenue Accounts
Save Query as:
Shared
Submit Query

2. In the example above, the search is against the following parameters:
   - Fiscal Year – 2013
   - Fiscal Period – 14
   - Commitment Type – All
   - Chart of Accounts – S
   - Fund – 001001
   - Organization – 2091
   - Account – 7%

3. Click **Submit Query**, which will return the following report:

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Nov 30, 2012			
As of Nov 27, 2012			
Chart of Accounts	S Stetson University, Inc.	Commitment Type	All
Fund	100001 Current Unrestricted Fund - DeLand	Program	All
Organization	2091 Library-DeLand	Activity	All
Account	7%	Location	All

Query Results

Account	Account Title	FY13/PD05 Accounted Budget	FY13/PD05 Year to Date	FY13/PD05 Encumbrances	FY13/PD05 Reservations
70459	Office Furniture - DeLand	0.00	72.00	927.32	0.00
70468	Library Furniture - DeLand	0.00	290.97	0.00	0.00
70469	Library Equipment - DeLand	0.00	2,697.45	0.00	0.00
70501	Conference Fees	375.00	0.00	0.00	0.00
70503	Training-Staff Development	0.00	244.00	0.00	0.00
70602	Mileage Reimbursement	0.00	147.74	0.00	0.00
70604	Travel	8,224.00	1,723.19	0.00	0.00
71001	Maintenance-Equipment	5,000.00	2,449.77	248.29	0.00
71101	Office Supplies	11,500.00	4,837.44	337.50	0.00
71103	Laboratory Supplies	5,000.00	0.00	0.00	0.00
71106	Other Supplies	0.00	192.12	425.87	0.00
71116	Printer Cartridges	17,000.00	7,661.00	0.00	0.00
71201	Print Shop Charges	2,000.00	569.89	0.00	0.00
71203	Duplication	4,000.00	3,130.17	0.00	0.00
71301	Postage & Shipping	4,000.00	4,398.32	0.00	0.00
Screen total		57,099.00	28,414.06	1,938.98	0.00
Running total		57,099.00	28,414.06	1,938.98	0.00
Report Total (of all records)		170,069.00	120,365.48	5,649.02	0.00

Next 15>

Levels to a Budget Status by Account Query

There are four drill-down levels to a Budget Status by Account for columns that are hyperlinked.

1. Account Detail – Totals by account for all columns selected
2. Transaction Detail – Transaction Date, Activity Date, Document Code, Description,
3. Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Program, and Amount.
4. View a specific document (purchase order, requisition, invoice, etc.)

Budget information can be viewed from the account level, drilling down through the transaction detail to all of the accounting sequences for a specific document, while viewing any related documents that exist.

Account Detail

Clicking on the hyperlinked number for the FY12/PD14 YTD Actuals field displays the Account Detail screen, which in this example is all the transactions affecting the YTD Actuals for the parameters queried.

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Nov 30, 2012			
As of Nov 27, 2012			
Chart of Accounts:	S Stetson University, Inc.	Commitment Type:	All
Fund:	100001 Current Unrestricted Fund - DeLand	Program:	All
Organization:	2091 Library-DeLand	Activity:	All
Account:	71001 Maintenance-Equipment	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Nov 09, 2012	Nov 09, 2012	I0410282	CDW Government, Inc.	(270.77)	INNC
Nov 09, 2012	Nov 09, 2012	I0410281	CDW Government, Inc.	270.77	INNI
Oct 17, 2012	Oct 17, 2012	I0408151	CDW Government, Inc.	270.77	INEI
Sep 27, 2012	Sep 27, 2012	I0406599	3M Library Systems	2,179.00	INNI
Report Total (of all records):				2,449.77	

Available Budget Balance:	2,301.94

Download

Transaction Detail

Clicking on the hyperlinked Invoice Document Code reveals in the detail accounting information for that document. This accounting information is also secured by Fund/Organization security, so if a user does not have access to all the accounting lines for a document, only the ones in the user's Fund/Organization combinations will be displayed.

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0408151	Description:	CDW Government, Inc.
Transaction Date:	17-Oct-2012		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
S	100001	2091	71001	3001			270.77	INEI

Save Query as:

Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Oct 25, 2012	Check Disbursement	00486470	
Oct 04, 2012	Purchase Order	P0040276	Approved

Also notice above that Self Service also will display information for related documents, some of which can be queried.

View Document

By clicking on the hyperlinked Invoice Document Code again, the document's details are displayed. This is a long web page as it includes all the information entered on the actual document in question.

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0408151	1	P0040276	Oct 05, 2012	Oct 17, 2012	Oct 25, 2012	270.77

Complete:	Y	Approved:	Y	Vendor Inv	R601528
Open Paid:	P	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Document Level				
Vendor:	35898	CDW Government, Inc.			
	Suite 1515				
	75 Remittance Drive				
	Chicago, IL 60675-1515				
Collects Tax:	Collects No Taxes				
Discount Code:	1 Net 30 days				
Currency:					

View Document Continued

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	S	13		100001	2091	71001	3001			
		BA	N	N		270.77	0.00	0.00	0.00	270.77
Total of displayed sequences:										270.77

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Oct 04, 2012	Purchase Order	P0040276	Approved
Oct 25, 2012	Check Disbursement	00486470	

Invoice Commodities

Vendor Invoice:	R601528	Vendor Inv Item	1						
Item	**Commodity**	**Description**							
1		Library/ HP maintenance kit 110V							
	P O Item	**U/M**	**Tax Group**		**TolOverride**	**Final Pmt**	**Last Rcv**	**Suspense**	
	1	EA				F		N	
		Ordered	**Accepted**	**Invoiced**	**Approved**	**Disc**	**Addl**	**Tax**	**Net**
	Quantity	1	0	1	1				
	Unit Price	275.66	275.66	270.77	270.77				
	Amount	275.66	0.00	270.77	270.77	0.00	0.00	0.00	270.77
Total of all Commodities	270.77								

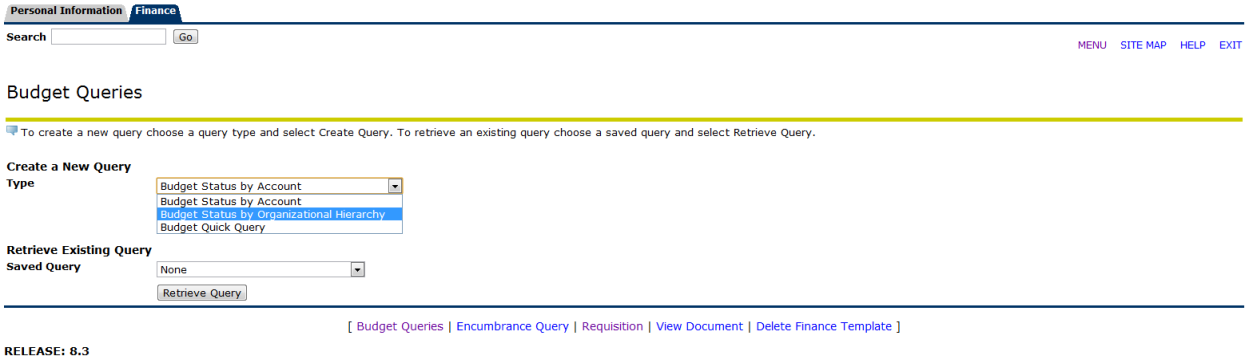
Related documents are also displayed on this page. By clicking on the Blue linked document number, users can go to the view document web page for that document.

Budget Status by Organizational Hierarchy

The Budget Status by Organizational Hierarchy option enables users to review budget information for organizations.

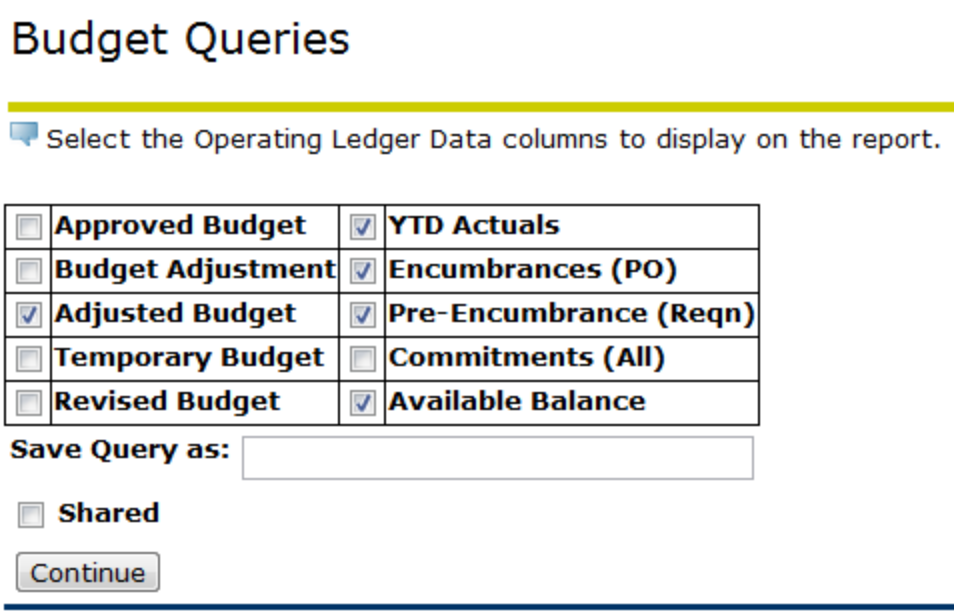
Creating a Budget Status by Organizational Hierarchy Query

1. From the Finance tab, click on **Budget Queries**, which will take you to the page below:

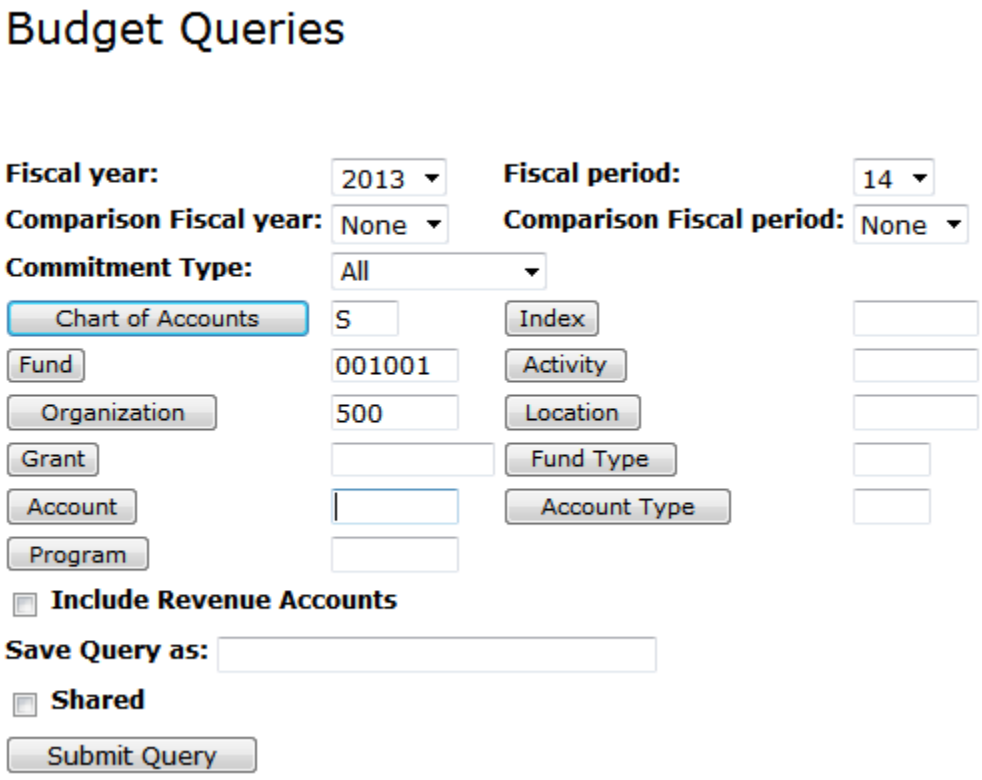

Personal Information
Finance
Search
Go
MENU SITE MAP HELP EXIT
Budget Queries
To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.
Create a New Query
Type
Budget Status by Account
Budget Status by Account
Budget Status by Organizational Hierarchy
Budget Quick Query
Retrieve Existing Query
Saved Query
None
Retrieve Query
[Budget Queries | Encumbrance Query | Requisition | View Document | Delete Finance Template]
RELEASE: 8.3

2. Click on the drop down box and select **Budget Status by Organizational Hierarchy.**

3. Click **Create Query**.



4. Choose the parameters to display on the report.
5. Click **Continue** to see the page below.



6. Choose your budget parameters and click **Submit Query**. Whether an organization is a higher level hierarchy or not, the report displayed will be similar to this:

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2013			
As of Nov 27, 2012			
Chart of Accounts	S Stetson University, Inc.	Commitment Type	All
Fund	100001 Current Unrestricted Fund - DeLand	Program	All
Organization	200 Academic Affairs	Activity	All
Account	7%	Location	All

Query Results

Organization	Organization Title	FY13/PD14 Accounted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances	FY13/PD14 Reservations
200	Academic Affairs				
2000	Academic Affairs	98,740.00	28,586.94	1,251.35	0.00
2010	Howard Thurman Program	10,000.00	10.10	0.00	0.00
2020	Celebration	0.00	400.00	0.00	0.00
2030	Renaissance Program				
2060	Faculty Development & Programs	167,300.00	61,247.57	0.00	0.00
2070	University Catalogue				
2080	Faculty Research	43,000.00	14,312.64	0.00	0.00
2090	Library	780,069.00	385,325.06	5,649.02	0.00
2110	Continuing Education	212,725.00	426,965.10	165,989.32	0.00
2120	COD Programs	17,400.00	1,971.31	0.00	0.00
2130	University Experience				
2140	Faculty Senate	2,600.00	840.00	0.00	0.00
2200	Dean of School of Arts & Sciences	932,211.43	466,442.14	80,372.85	0.00
2300	AVP for Boundless Learning	91,203.20	34,436.49	9,675.88	0.00
Screen total		2,355,248.63	1,420,537.35	262,938.42	0.00
Running total		2,355,248.63	1,420,537.35	262,938.42	0.00
200 Rollup		3,311,425.86	1,887,052.26	292,387.83	0.00

Next 15>

This report shows the budget information for rollup Organization 200, for Academic Affairs. Select the underlined link to retrieve budget detail for that organization. Blank spaces in a column indicate that data does not exist.

Levels to a Budget Status by Organizational Hierarchy Query

There are seven levels of drill-down capabilities for this type of query.

- Organizational Hierarchy Levels – Totals for selected columns by reporting organizations throughout the hierarchy (one level shown above).

- External Account Type (Level 1) – Totals for all level 1 account types by selected columns. Click on an individual Organization code and the results are the results by level one Account type, which are the grand totals for the types of accounts.

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Jun 30, 2013			
As of Nov 27, 2012			
Chart of Accounts	S Stetson University, Inc.	Commitment Type	All
Fund	100001 Current Unrestricted Fund - DeLand	Program	All
Organization	2091 Library-DeLand	Activity	All
Account	7%	Location	All

- External Account Type (Level 2) – Totals for all level 2 account types by selected columns. These are the subtotals for the account type hierarchy. A portion is displayed below:

Query Results

Account Type	Account Type Title	FY13/PD14 Accounted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances	FY13/PD14 Reservations
50	Revenues				
60	Labor				
70	Expenditures	170,069.00	120,365.48	5,649.02	0.00
80	Transfers				
2091 Rollup		170,069.00	120,365.48	5,649.02	0.00

After clicking on an account type level 2, it is similar drill-downs as the Budget Status by Account Query

- Account Detail – Totals by account for all selected columns.
- Transaction Detail – Transaction Date, Activity Date, Document Code, Description, Amount, and Rule Class.
- Document Detail with Related Documents view – Chart of Accounts, Fund, Organization, Account, Program, Activity, Location, Amount, and Rule Class.
- View a specific document (purchase order, requisition, invoice, etc.)

Budget Quick Query

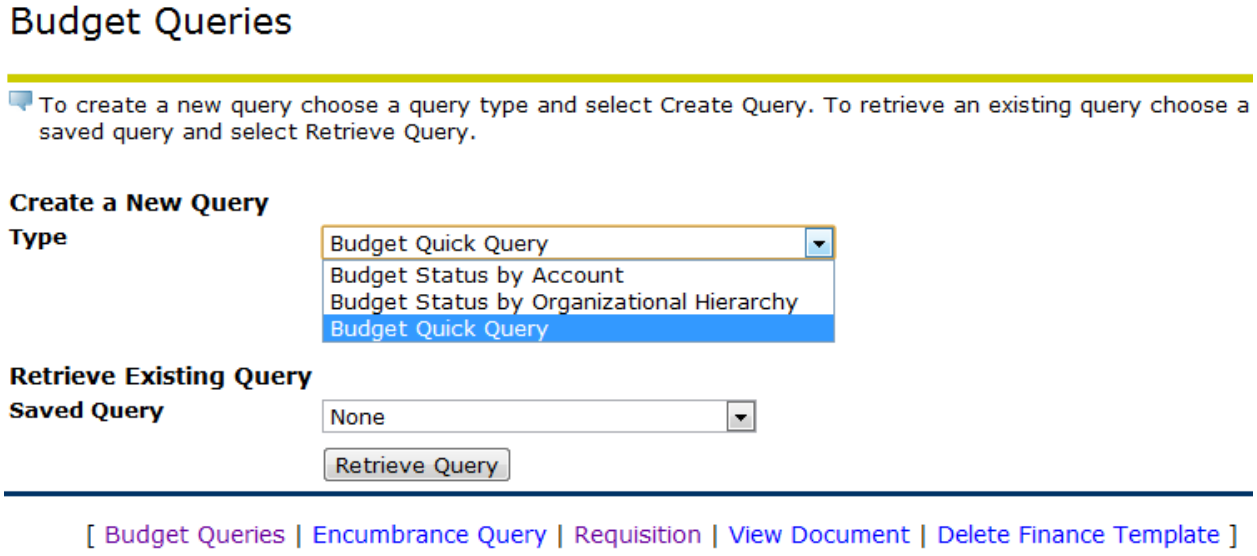
This query provides you with simplified access to the current status of a budget and displays information similar to that available on the Organization Budget Status Form (FGIBDST). When you choose this option, be aware of the following:

- Only one parameter page displays for this query. Ledger fields displayed include the following: Adjusted Balance, Year to Date, Net Commitments, and Available Balance.
- You can enter the fiscal year. Data displayed will be through period 14.
- You can specify Chart and FOAPAL information and use the percent sign (%) as a wildcard.
- You may use the **Save Query As** field to save this query under a name of your choice.

Note: This query does not allow you to download to Excel.

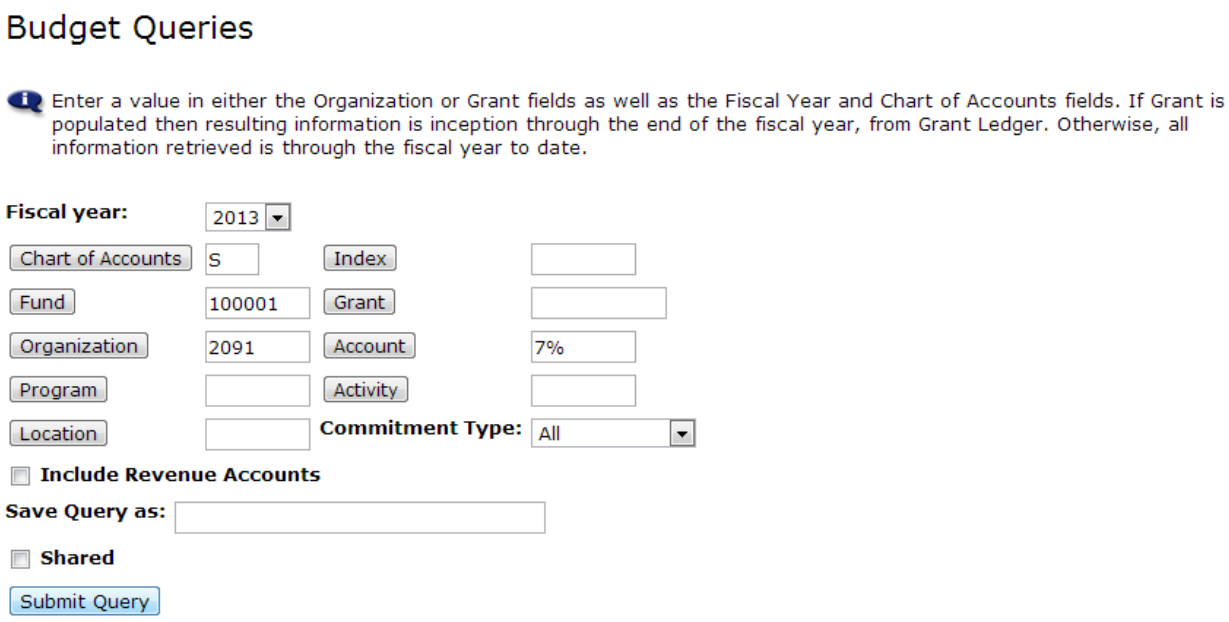
Creating a Budget Quick Query

1. From the Finance tab, click on **Budget Queries**, which will display the page below:


Budget Queries
To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.
Create a New Query
Type
Budget Quick Query
Budget Status by Account
Budget Status by Organizational Hierarchy
Budget Quick Query
Retrieve Existing Query
Saved Query
None
Retrieve Query
[Budget Queries | Encumbrance Query | Requisition | View Document | Delete Finance Template]

3. Click on the drop down box and select **Budget Quick Query.**

4. Click **Create Query**



.

5. Choose the parameters to display on the report.
6. Click **Submit Query**, which will take you to the page below.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2013			
As of Nov 27, 2012			
Chart of Accounts	S Stetson University, Inc.	Commitment Type	All
Fund	100001 Current Unrestricted Fund - DeLand	Program	All
Organization	2091 Library-DeLand	Activity	All
Account	7%	Location	All

Query Results

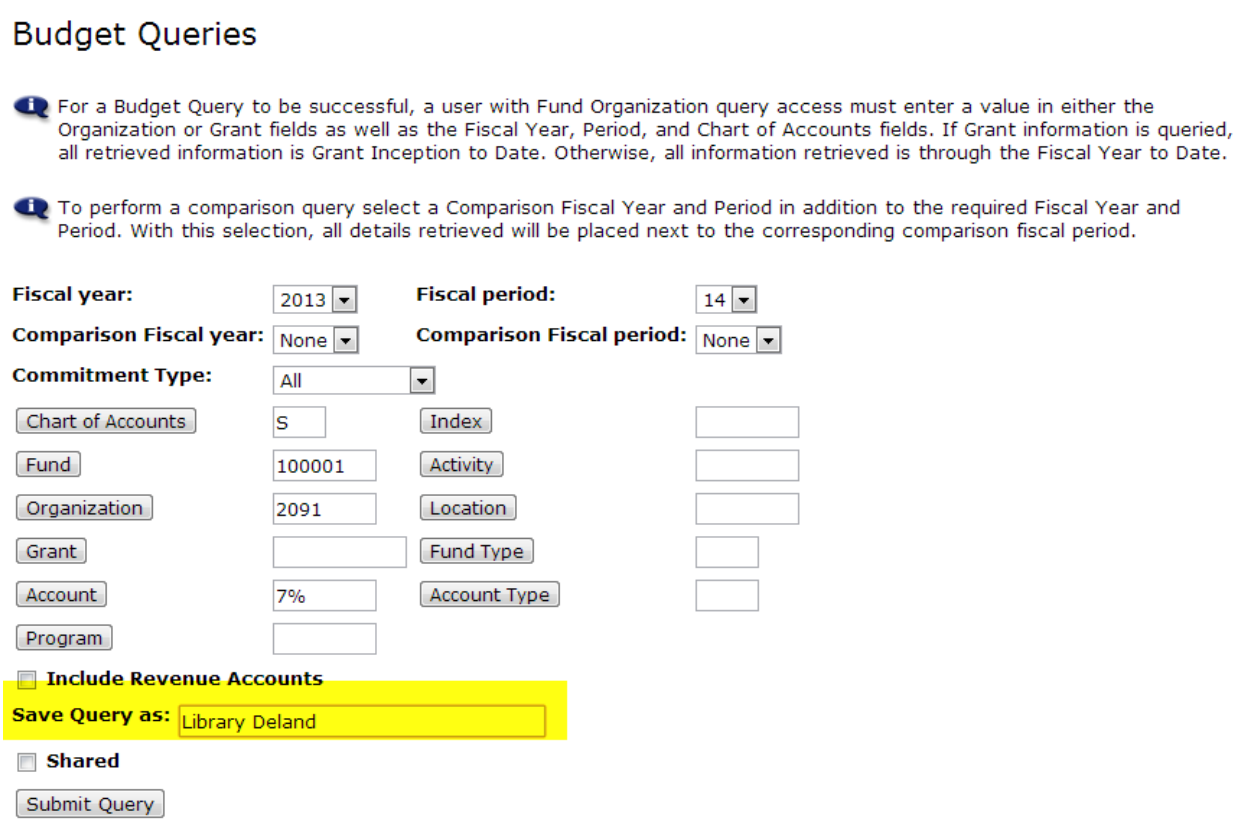
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
70459	Office Furniture - DeLand	0.00	72.00	927.32	(999.32)
70468	Library Furniture - DeLand	0.00	290.97	0.00	(290.97)
70469	Library Equipment - DeLand	0.00	2,697.45	0.00	(2,697.45)
70501	Conference Fees	375.00	0.00	0.00	375.00
70503	Training-Staff Development	0.00	244.00	0.00	(244.00)
70602	Mileage Reimbursement	0.00	147.74	0.00	(147.74)
70604	Travel	8,224.00	1,723.19	0.00	6,500.81
71001	Maintenance-Equipment	5,000.00	2,449.77	248.29	2,301.94
71101	Office Supplies	11,500.00	4,837.44	337.50	6,325.06
71103	Laboratory Supplies	5,000.00	0.00	0.00	5,000.00
71106	Other Supplies	0.00	192.12	425.87	(617.99)
71116	Printer Cartridges	17,000.00	7,661.00	0.00	9,339.00
71201	Print Shop Charges	2,000.00	569.89	0.00	1,430.11
71203	Duplication	4,000.00	3,130.17	0.00	869.83
71301	Postage & Shipping	4,000.00	4,398.32	0.00	(398.32)
Screen total		57,099.00	28,414.06	1,938.98	26,745.96
Running total		57,099.00	28,414.06	1,938.98	26,745.96
Report Total (of all records)		170,069.00	120,365.48	5,649.02	44,054.50

Next 15>

Note that there are no columns to choose, fiscal period, or comparative fiscal year or period as this is just a quick glance at a budget balance.

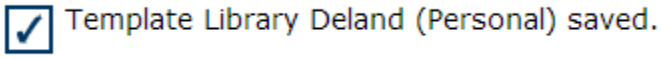
Saving Queries as Templates

A query can be saved as a template on each page. This functionality enables you to save the query and retrieve it at a later time for quick reference or customizing. Be aware that each time a query is saved, only the information entered up to that point is saved. You can actually save a query at each level under a different name, creating several templates, each with its own detail or path.


Budget Queries
For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.
To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.
Fiscal year: 2013
Fiscal period: 14
Comparison Fiscal year: None
Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts S
Index
Fund 100001
Activity
Organization 2091
Location
Grant
Fund Type
Account 7%
Account Type
Program
Include Revenue Accounts
Save Query as: Library Deland
Shared
Submit Query

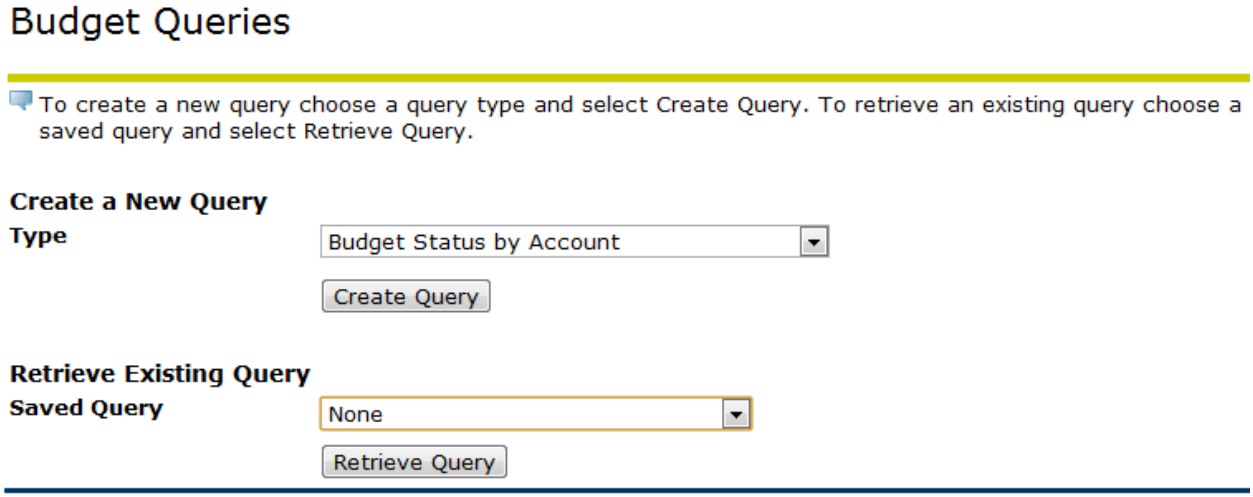
Creating a Query Template

1. Enter the name for the query to be saved in the **Save Query As** field.
2. **DO NOT** click the **Shared** box. Clicking the **Shared** box allows any Stetson user to access this query. Everyone will not necessarily be able to run the query but it will clutter everyone's
3. Click **Submit Query.** There will be a notification at the top of the page that the query has been saved.



Retrieving a Query Template

1. From the Finance tab, click on **Budget Queries.**
2. Click the drop down box next to **Retrieve Existing Query**.
3. Choose the query you would like to retrieve and hit the **Retrieve Query** button.


Budget Queries
To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.
Create a New Query
Type
Budget Status by Account
Create Query
Retrieve Existing Query
Saved Query
None
Retrieve Query

Downloading Queries to Excel

Budget query data can be downloaded to a Comma Separated Value file (.csv) and then edit or analyze it according to reporting needs. The downloaded information consists of the header data followed by the query details. For comparison queries, amounts are grouped by Fiscal Period and Year.

When the **Download Selected Ledger Columns** button is clicked, the system downloads only those amounts (Adjusted Budget, Year to Date, etc.) that you selected previously.
When you select the **Download All Ledger Columns** button, the system downloads all available operating ledger amounts for the criteria entered.

Additional FOAPAL data, including two levels of account type and fund type detail, are downloaded whenever possible. All the FOAPAL codes and titles are displayed in the same column for both types of downloads to facilitate downloading and combining of multiple queries. Once the user selects either of the download buttons, a File Download popup window appears.

After selecting the **Download** button from the File Download popup window, one of the following actions can be performed:

1. Open the file from its current location. After you associate the .csv (comma separated value) file type with a PC application, the open file option will automatically open the application and read in the data. Note that spreadsheets may treat any field with a leading zero as a number and drop the leading zero. This affects the display of the Fiscal Period, and may have more significant impact if any FOAPAL codes begin with a leading zero.

2. Save the file to your computer or disk. Provide the path and file name in which to store the data on your computer. The save option is particularly useful in controlling the importing of data to Excel and maintaining the leading zero, if necessary.

Tips for Successful Budget Queries

- Fiscal period and Fiscal year must be entered. Comparison Fiscal year and Comparison Fiscal period are optional.
- Chart of Accounts is a required field.
- A value must be entered in either the Organization or Grant field for a query to be submitted.

Note: Budget Query by Organization Hierarchy may not be used with Grants.

- A wildcard (%) is an acceptable value for **Fund, Organization, Account**, or **Program**. When a wildcard is used, an additional column on the results page displays the values for that FOAP element.
- You must have Fund/Organization Query access. If you enter a wildcard, then the system will only retrieve data for the Funds and Organizations for which privileges are given.